



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

NOTICE

Diplomatic and Consular Hotel Tax Exemption in Puerto Rico

This notice outlines procedures established by the Commonwealth of Puerto Rico concerning how to secure a tax exemption on hotel stays in Puerto Rico. Foreign missions and personnel who hold a Department of State tax exemption card which authorizes the mission or bearer for tax exemption on hotel stays must follow these additional procedures in advance of the stay.

1. Submit the request for hotel tax exemption on the foreign mission's letterhead that includes the following information:
 - a. The name(s) of all individuals that will be staying at the hotel
 - b. Copy of the tax exemption card
 - c. The purpose of the trip
 - d. Hotel name
 - e. Check-in and check-out dates
2. Send the letter using one of the following methods:
 - E-mail: roomtaxpr@prtourism.com or linda.guzman@tourism.pr.gov
 - Mail: Room Tax Division
Puerto Rico Tourism Company
P.O. Box 9024000
San Juan, PR 00902-4000
 - Fax: 1-787-721-3183
 - In person: Ochoa Building
5th Floor
De la Tanca St. #500
Old San Juan
3. The Room Tax Division will provide official authorization by e-mail, fax, or regular mail.

Please contact the Office of Foreign Missions at 202-895-3500 ext. 2 or OFMTaxCustoms@state.gov with questions or concerns. Missions located outside the Washington, DC area can contact their nearest OFM regional office.